

Postage and Mail Processing Equipment, Accessories, Service & Supplies

Contract #:	OFF39	Contract Duration:	11/03/2015 – 11/02/2020
MMARS #:	OFF39PURCHASE*	Options to Renew:	5 one-year options
	OFF39SERVICE*		
	OFF39LEASES*		
Contract Manager:	Tim Kennedy – 617-720-3107 tim.kennedy@state.ma.us		
UNSPSC:	44-10-21		
Last change date:	9/1/2016		

Contract Summary

This contract is for the acquisition of the following good and services within the following categories:

Category 1: Postage and Mailing Systems, Equipment, Accessories, Supplies and Service

Postage metering equipment, electronic scales, mail addressing equipment; and related accessories, supplies, and services.

Category 2: Mail Handling Equipment, Accessories, Supplies and Service

Mail tabbing, folding, inserting, and sealing equipment; date stamps, simple time clocks, check imprinting, endorsing, and bursting equipment, letter openers, mail slots; and related accessories, supplies, and services.

Benefits and Cost Savings

- Competitive Pricing
- Qualified and Experienced Vendors

- Delivery and installation are included in equipment pricing

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, §22; c. 30, §51, §52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties and other political subdivisions;
02. Executive, legislative and judicial branches, including all departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies;
04. Local public libraries, public school districts and charter schools;
05. Public hospitals, owned by the Commonwealth;
06. Public institutions of high education;
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and,
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options (All Categories)

Equipment may be acquired via outright purchase, term-lease, or rental (not to exceed 6-months). Services may be acquired via outright purchase based upon time (hourly rate) and material pricing or fixed price pricing, e.g. annual maintenance contract.

All orders placed under this contract should include the following statement: "This order is placed under Statewide Contract OFF39." In addition, it is recommended that the following statement be included: "All terms and condition of Statewide Contract OFF32 are incorporated herein and made a part hereof. Conflicting or additional terms, conditions or agreements included in or attached to this form shall be considered to be superseded and void."

Vendor forms prohibition

Vendors are prohibited from requiring buyers to sign any form that is not published under the OFF39 MBPO on COMMBUYS.

Credit accounts are not allowed under this contract.

Performance and payment time frames which exceed Contract duration

All term leases, rentals, maintenance or other agreements for services entered into during the duration of this Contract and whose performance and payment time frames extend beyond the End Date of this Contract shall remain in effect for performance and payment purposes (limited to the time frame and

services established per each written agreement). No written agreement shall extend more than 5 years. No new leases, rentals, maintenance or other agreements for services may be executed after the Contract has expired.

Summary of Where to Obtain Important Information in COMMBUYS

Master Blanket Purchase Order	Vendor
PO-16-1080-OSD03-SRC01-00000006120	Pitney Bowes Inc.
PO-16-1080-OSD03-SRC01-00000006122	FORMAX, Division of Bescorp Inc.